

FCSD #215 Operational COVID Protocol

Levels of Operation

Fremont County School District #215 will operate under one of the following designations as long as Coronavirus is a concern in our community. The designation will be determined by the level of community spread in coordination with the Eastern Idaho Public Health District (EIPHD). Any change in level will be announced with as much preparation time for parents, students, and staff as is possible with safety being the highest priority.

● Green: Traditional Schedule (No Community Spread)

1. Cleaning/disinfection-plan approved by EIPHD (see Maintenance- Cleaning/ Disinfection section)
2. Plan for vulnerable students/staff
 - a. Staff: FMLA and FCRA guidelines
 - b. Students: Online options--Virtual schoolhouse or other distance learning options
3. Protocols for social distancing
 - a. Maintain social distancing as much as possible
 - i. Discuss social distancing with students and teach and reinforce hand hygiene and respiratory etiquette
 - ii. Limit classroom activities that don't allow for 6 feet of distance between students as much as possible
 - iii. Limit/avoid mixing of student groups to reduce potential exposure
Examples:
 1. Lunch schedule
 2. Drop off and pick up
 3. Library usage
 4. Release times (including passing times)
 - iv. Separate desks/tables in the classroom as much as possible
 - v. Limit/avoid activities with large gatherings where social distancing cannot be maintained
4. Face coverings recommended for employees and students in cases where social distancing is not possible
5. Staff will limit visitors/volunteers from non-school related persons-require face covering for all visitors in cases where social distancing cannot be maintained
6. Sick or symptomatic staff and students (Separation and/or sent/stay home criteria) will not be allowed at school until return to school status (see Return to School) is met. Each site must have a plan in place to allow for the immediate separation of students/staff who present COVID-19 symptoms at school in a designated "health room" until arrangements are made for the person to be picked up

7. An off-site education delivery plan will be available in the event students remain home for extended periods of time and/or schools are closed
8. Post signs in highly visible locations (school entrances, bathrooms, etc.) that promote everyday protective measures. Signs from the CDC can be found here: [CDC Coronavirus Print Resources](#)
9. Ensure policies and practices don't encourage students/staff to come to school sick

Yellow: Enhanced Traditional (Minimal Community/School Spread)

1. Cleaning/disinfection-plan approved by EIPHD ([see Maintenance- Cleaning/ Disinfection section](#))
2. Plan for vulnerable students/staff
 - a. Staff: FMLA and FFCRA guidelines
 - b. Students: Online options--Virtual schoolhouse or other distance learning options
3. Protocols for social distancing
 - a. Maintain social distancing as much as possible--as close to 6 feet of separation as possible
 - i. Discuss/monitor social distancing with students and teach and reinforce hand hygiene and respiratory etiquette
 - ii. Restrict classroom activities not considered essential that don't allow for 6 feet of distance between students as much as possible
 - iii. Restrict mixing of student groups to reduce potential exposure
Examples:
 1. Lunch schedule
 2. Drop off and pick up
 3. Library usage
 4. Release times (including passing times)
 - iv. Separate desks/tables in the classroom and face students in the same direction as much as possible
 - v. Restrict activities not considered essential with large gatherings where social distancing cannot be maintained
4. Face coverings highly recommended for students in situations where social distancing can't be maintained. Face coverings required for staff when social distancing can't be maintained.
5. Restrict visitors/volunteers to essential individuals-All visitors/volunteers must have prior approval from the school administration or designee and are required to wear a face covering at all times.
6. Sick or symptomatic staff and students ([Separation and/or sent/stay home criteria](#)) will not be allowed at school until return to school status ([see Return to School](#)) is met. Each site must have a plan in place to allow for the immediate separation of students/staff who present COVID-19 symptoms at school in a designated "health room" until arrangements are made for the person to be picked up

7. An off-site education delivery plan will be available in the event students remain home for extended periods of time and/or schools are closed
8. Signs will be posted in highly visible locations (school entrances, bathrooms, etc.) that promote everyday protective measures. Signs from the CDC can be found at: [CDC Coronavirus Print Resources](#)
9. Ensure policies and practices don't encourage students/staff to come to school sick

 **Orange: Modified Schedule (Moderate Community/School Spread)**

1. Cleaning/disinfection-plan approved by EIPHD ([see Maintenance- Cleaning/ Disinfection section](#))
2. Plan for vulnerable students/staff
 - a. Staff: FMLA and FFCRA guidelines
 - b. Students: Online options--Virtual schoolhouse or other distance learning options
3. School schedule designed to limit contact by reducing the number of students in the building at any one time. As we move to orange, we will develop an alternative schedule to best serve students.

Protocols for social distancing

- a. Maintain social distancing--6 feet of separation
 - i. Discuss/monitor social distancing with students and teach and reinforce hand hygiene and respiratory etiquette
 - ii. Restrict classroom activities not considered essential that don't allow for 6 feet of distance between students as much as possible
 - iii. Restrict mixing of student groups to reduce potential exposure

Examples:

 1. Lunch schedule
 2. Drop off and pick up
 3. Library usage
 4. Release times (including passing times)
 - iv. Separate desks/tables in the classroom to maintain 6 feet and face all students the same direction
 - v. No large group activities where social distancing cannot be maintained.
4. Face coverings highly recommended for students in situations where social distancing can't be maintained. Face coverings required for staff when social distancing can't be maintained.
5. No visitors/volunteers allowed unless it is determined to be critically necessary by school administration. All admitted visitors/volunteers must have prior approval from the school administration or designee and are required to wear a face covering at all times.

6. Sick or symptomatic staff and students (Separation and/or sent/stay home criteria) will not be allowed at school until return to school status is met as prescribed by EIPH. Each site must have a plan in place to allow for the immediate separation of students/staff who present COVID-19 symptoms at school in a designated “health room” until arrangements are made for the person to be picked up.
7. An off-site education delivery plan will be available in the event students remain home for extended periods of time and/or schools are closed
8. Signs will be posted in highly visible locations (school entrances, bathrooms, etc.) that promote everyday protective measures. Signs from the CDC can be found at CDC Coronavirus Print Resources.
9. Ensure policies and practices don’t encourage students/staff to come to school sick.

● Red: Full Distance Schedule (Substantial Community/School Spread)

1. Fully remote learning utilizing distance learning delivery strategies
2. No in-person school related activities (including extracurricular) allowed
3. A decision about staff work schedule (home vs school/office) will be made based on factors such as stay at home orders, etc.

Confirmed COVID Case Protocols

Regardless of the level, the following outlines how the FCSD will respond to a confirmed case(s) of COVID-19 in a school or schools.

1. Confirmed related case(s) in a school (same group of students)

- a. Utilize communication plan
- b. Notify parents and staff of minimal, moderate, or high exposure while ensuring HIPAA compliance
- c. Potential closure of individual school or classroom (including all in-person activities) for up to 5 days in coordination with EIPHD and on a case by case basis
- d. Contact trace students/staff using the exposure checklist to identify students and staff with minimal, moderate, and high exposure. **Students and staff with close contact (high exposure) will be required to quarantine for 5 calendar days and wear masks for an additional 5 calendar days. This includes close contacts who may be in other schools. The CDC defines close contact as a person that has been within 6 feet of the infected person for a prolonged period of time (about 15 minutes) within two days of the onset of symptoms.** Wearing a face covering while within 6 feet does not eliminate consideration as a close contact.
- e. Deep cleaning of the school

2. Two or more unrelated cases in the same period of time

- a. Utilize communication plan
- b. Notify parents and staff of minimal, moderate, or high exposure while ensuring HIPAA compliance
- c. Potential indefinite closure of school building or classroom (including all in-person activities)-no new cases for up to 15 days in coordination with EIPHD and on a case by case basis
- d. Contact trace students/staff using the exposure checklist to identify students and staff with minimal, moderate, and high exposure. **Students and staff with close contact (high exposure) will be required to quarantine for 5 calendar days and wear masks for an additional 5 calendar days. This includes close contacts who may be in other schools. The CDC defines close contact as a person that has been within 6 feet of the infected person for a prolonged period of time (about 15 minutes) within two days of the onset of symptoms.** Wearing a face covering while within 6 feet does not eliminate consideration as a close contact.
- e. Deep cleaning of the school

3. Multiple cases in several schools with significant number of contacts

- a. Utilize communication plan

- b. Notify parents and staff of minimal, moderate, or high exposure while ensuring HIPAA compliance
- c. Potential indefinite closure of district or school (including all in-person activities)-no new cases for up to 15 days in coordination with EIPHD and on a case by case basis
- d. Contact trace students/staff using the exposure checklist to identify students and staff with minimal, moderate, and high exposure. **Students and staff with close contact (high exposure) will be required to quarantine for 5 calendar days and wear masks for an additional 5 calendar days. This includes close contacts who may be in other schools. The CDC defines close contact as a person that has been within 6 feet of the infected person for a prolonged period of time (about 15 minutes) within two days of the onset of symptoms.** Wearing a face covering while within 6 feet does not eliminate consideration as a close contact.
- e. Deep cleaning of facilities

What increases the chance of school closures?

- 1. Experiencing a positive case or cluster of cases where physical distancing strategies are not in place, or
- 2. Experiencing a positive case or cluster of cases where students and staff do not consistently wear face coverings
- 3. Not cleaning and disinfecting appropriately
- 4. Not washing and/or sanitizing hands frequently
- 5. Not limiting the mixing of students
- 6. Holding mass gatherings, especially with attendees outside of your local community
- 7. Sick staff and/or students on campus when symptomatic
- 8. Rapid rise in positive cases in the local community that meet or exceed hospital capacity to manage

Separation and/or sent/stay home criteria

- 1. Students who exhibit the listed symptoms will not be allowed in school. Should the symptoms develop at school, the student will be isolated until he or she can be picked up.
 - a. Fever
 - b. A cough or shortness of breath or difficulty breathing
 - c. Two or more of the following:
 - i. Chills
 - ii. Repeated shaking with chills
 - iii. Muscle pain
 - iv. Headache
 - v. Sore throat
 - vi. New loss of taste or smell
- 2. Students will not be allowed to return to school until:

- a. The student is cleared to return to school by the student's physician, or
- b. It has been 10 calendar days since symptoms first appeared with 3 days of no fever and/or use of fever reducing medication and 3 days of symptom improvement.

Return to School (Staff and Students)-Confirmed Case of COVID-19

1. Follow guidance from EIPHD. All surveillance of positive cases or probable cases will be done by the Health Department and they will provide guidance. Presently, the standards for returning are:
 - a. If student/staff member **tested positive or was presumed positive** for COVID-19 **and had symptoms**, they can return to school after:
 - i. It has been 7 calendar days since symptoms first appeared, and 24-48 hours with no fever and/or use of fever/pain reducing medication
 - ii. Must wear a mask for an additional 7 calendar days.
 - b. If a student/staff member **tested positive for COVID-19 but did not have symptoms**, they can return to school after:
 - i. 7 days have passed since the test date
 - ii. No symptoms within those 7 days

Maintenance--Cleaning/Disinfection (Approved by EIPHD)

1. Cleaning Throughout the Day
 - a. Check all soap dispensers to make sure they are supplied with soap.
 - b. Check paper towel dispensers throughout the day to make sure they are adequately supplied
 - c. Check all hand sanitizer dispensers in hallways and classrooms to make sure they are supplied with hand sanitizer
 - d. Wipe down door handles and vending machines as much as possible with disinfectant
2. Daily Cleaning - Classroom
 - a. Empty all trash and replace liners as needed
 - b. Clean whiteboards (Use proper whiteboard cleaner)
 - c. Disinfect sinks, countertops, and all hard surfaces. (approved disinfectant)
 - d. Teachers and staff - wipe down hard surfaces, manipulatives, supplies, etc. throughout the day with disinfectant. Limit shared items that may be difficult to clean or disinfect.
3. Daily Cleaning - Restrooms
 - a. Clean toilets and urinals with toilet bowl cleaner. (nightly)
 - b. Clean and disinfect sinks, walls behind sinks, and stall doors. (nightly)
 - c. Sweep and mop with disinfectant. (nightly)
 - d. Clean all mirrors with window cleaner. (nightly)
4. Daily Cleaning - Hallways
 - a. Clean and disinfect all entryway doors, door hardware, and door glass, as well as all hard surfaces in that area. (nightly)
 - b. Clean and disinfect all hallway surfaces with disinfectant. (nightly)
 - c. Sweep or vacuum hallways. (nightly)
 - d. Clean, polish, and disinfect drinking fountains. (nightly)
 - e. Wet mop hallways. (nightly with disinfectant)
5. Daily Cleaning - Weight Room
 - a. Wipe down all equipment after it is used by an individual with disinfectant.
 - b. Clean and disinfect weight room and all equipment each evening
6. Daily Cleaning - Gym and Locker Rooms
 - a. Gym floors and all hard surfaces will be disinfected at least nightly. Disinfectants will be available to the teacher to wipe down hard surfaces and equipment throughout the day.
 - b. Locker rooms will be cleaned and sanitized each evening and on weekends after use. Floors will be mopped and sanitized nightly.
7. Daily Cleaning - Computer labs
 - a. Keyboard and mouse will be wiped down with sanitizer after each use.

*In the case of a confirmed case, impacted school/classroom/area will receive a deep cleaning and be sanitized. The impacted school/area will be allowed to sit for 24 hours per CDC recommendations before this process begins.

Health Protocols

1. Per CDC recommendation
 - a. Educate staff and families about when they/their child(ren) should stay home and when they can return to school.
 - b. Teach and reinforce handwashing with soap and water for at least 20 seconds.
 - c. Encourage staff and students to cover coughs and sneezes with a tissue. Used tissues should be thrown in trash and hands washed immediately.
 - d. Establish an isolation room in each building.
 - i. Procedures for Isolation Room
 - e. Screening

Food Service

1. Cafeteria
 - a. Regular hot menu served in the cafeteria
 - b. Lunch time staggered to reduce occupants in the cafeteria
 - c. Offer options to eat outside and in other locations to maintain social distancing
 - d. Hand sanitizer at start of all serving lines
 - e. Self-service of items of pre-packaged items only
 - f. Food Service procedures
 - i. Student servers will wear masks and gloves
 - ii. Staff will have temperature checks each morning
 - iii. Masks and gloves will be worn by all food personnel
 - iv. Clean and sanitize between lines
 - v. Secondary - Students will use number or name at point of service
 - vi. Two lines at middle and HS locations
2. Schools will need to do the following
 - a. Develop staggered schedules in order to meet social distancing guidelines
 - b. Select outside and alternate locations for students to eat when cafeteria seating is not available

Transportation

1. All buses will be sanitized by an approved disinfectant.
 - a. Prior to students riding the bus
 - b. After each group of students ride the bus

2. All students will be asked to wear a face covering while riding on the bus. Students will be asked to provide their own face covering, however, a supply of face coverings will be on each bus for those students who do not have one. Exceptions to wearing face coverings are granted only if an IEP team or health plan is developed stating otherwise.
3. Students will be asked to sit one to seat when possible.
4. Students will fill the bus from back to front and unload front to back when possible (when picking up at schools in big groups and for delivery of busloads to school).
5. Bus drivers will be asked to wear masks.
6. Hand sanitizer dispensers will be secured by the door of each bus. Students will be required to use the sanitizer. Exceptions can be made if necessary.
7. Drivers will monitor temperatures with an infrared no-touch thermometer as students board the bus each morning.